

CAREER OPPORTUNITY

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	FI\$Cal Project	RELEASE DATE:	April 3, 2013
CLASSIFICATION:	Staff Services Manager I	FINAL FILING DATE:	April 26, 2013
TIME BASE: CBID:	Permanent/Full Time S01	POSITION NUMBER(S):	333-603-4800-002
SALARY RANGE:	\$5,079.00-6,127.00 PER MONTH	TEAM(S):	Financial Operations, Admin

THE FINAL FILING DATE FOR THIS CAREER OPPORTUNITY IS BEING EXTENDED – IF YOU HAVE PREVIOUSLY APPLIED, YOU DO NOT NEED TO SUBMIT A NEW APPLICATION

DOING WHAT IS BEST FOR THE FUTURE OF CALIFORNIA'S FINANCIAL ENTERPRISE!

Looking for a change? Do you want to make a real difference? Join the team responsible for changing financial management in the State of California.

The Financial Information System for California (FI\$Cal) is a historic partnership of the Department of Finance, the State Treasurer's Office, the State Controller's Office, and the Department of General Services — to transform the existing budgeting, accounting, procurement, and cash management systems to optimize the financial business management of the State. FI\$Cal will allow the State to operate as a single enterprise for the first time in history.

Join FI\$Cal. With a passion for implementing change and vision for enterprise-wide thinking, you will take a leading role in achieving our goal to bring enterprise resource planning tools and statewide process improvement to the State of California.

THE FI\$Cal PROJECT IS SEEKING MOTIVATED CANDIDATES WITH THE FOLLOWING CHARACTERISTICS:

- ✧ Ability to exercise a high degree of initiative, independence of action, and originality;
- ✧ Ability to learn rapidly, follow directions, and communicate effectively with others;
- ✧ Ability to work unscheduled excess hours if needed to achieve Project goals;
- ✧ Ability to maintain regular, consistent, and predictable attendance.

Candidates must also:

- ✧ Demonstrate good judgment, tact, initiative, and diplomacy;
- ✧ Be highly adaptable – and have the ability to adjust to multiple, changing priorities requiring quick turnaround;
- ✧ Be able to work in a matrix team environment, collaboratively and cooperatively with staff from multiple departments and agencies, and numerous vendors.

DUTIES: Under the general direction of the Chief of Financial Operations (Staff Services Manager II, Managerial) , the Staff Services Manager I functions as the FI\$Cal Project's highly-skilled, independent fiscal consultant working on difficult and sensitive fiscal policies, systems, and procedures; and is the liaison to the Department of Finance budget staff assigned to support the Project. The incumbent will be assigned to difficult and sensitive program and policy development and will provide staff the technical expertise to design, develop, and implement processes and procedures for obtaining and maintaining the fiscal resources and budget authority for the Project.

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The incumbent is responsible for interacting with the Project Management Office (PMO) in the development, editing, and updating of the Project's Economic Analysis Worksheet (EAW) and the development of Budget Change Proposals (BCPs). The incumbent is responsible for developing and preparing the Project's complex, technical budget documents including the Schedule 7A/8, Schedule 10s, baseline adjustments, and preparing and submitting all documents related to the preparation of the annual Governor's Budget; reviewing and analyzing complex fiscal data; responding to control agency drills; and tracking and preparing the Project's cost information. The incumbent will provide input and support in the development of Special Project Reports, cost management/cost control, funding, financing, Budget Tracking and Budget Projections, and various reports to control agencies and the Legislature. The incumbent will exercise a high degree of initiative, independence of action and originality; demonstrate tact and exercise sound judgment that recognizes the best interests of the state and the Project. The incumbent provides back-up, as necessary, to ensure continuity of all Financial Operations activities. Working in a team environment and with many stakeholders, the incumbent will communicate effectively; develop and maintain effective and cooperative working relationships; adapt to changing priorities; and maintain project workload to meet demands in the performance of all duties.

WHO MAY APPLY: Current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility.

Please write "Position #333-603-4800-002" on your application in the job title section.

For permanent positions, SROA and surplus candidates should attach "surplus letters" to their application.

The selected candidate considered for the advertised position may be required to undergo a fingerprint clearance and any offer of employment will be contingent upon livescan fingerprint results.

APPLICATIONS SUBMITTED VIA EMAIL OR FACSIMILE WILL NOT BE ACCEPTED.

FILING REQUIREMENTS:

Failure to submit the following with your application package may result in elimination from the hiring process:

- [State Application \(STD 678\)](#) - Clearly indicate the basis of your eligibility in the Explanation section located at the bottom of page one.
- **Statement of Qualifications:** The Statement is a narrative discussion of how your education, training, experience, and skills meet the desirable qualifications and qualify you for the position. The Statement of Qualifications serves as a documentation of your ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resume.

LOCATION OF WORK: Positions are headquartered at the FI\$Cal Project which is currently located at 2000 Evergreen Street, Sacramento. This location has FREE PARKING!

SEND APPLICATION AND RESUME TO:

Human Resource Office
FI\$Cal Project
2000 Evergreen Street, Ste. 101
Sacramento, CA 95815

Telephone (916) 576-5240

TDD*: (916) 324-6547

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ADDITIONAL INFORMATION: For general information about the FI\$Cal Project, visit:

<http://www.fiscal.ca.gov>

APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE SCHEDULED FOR INTERVIEWS. ALL APPOINTMENTS ARE SUBJECT TO APPLICABLE PERSONNEL RULES.

This position may be excluded.

Pursuant to Government Code 11019.9 and Management Memo 00-14, the Department of Finance maintains a permanent privacy policy in adherence with the Information Practices Act of 1977. The Finance Privacy Policy is posted on the Department's website at www.dof.ca.gov.

California relay (telephone) service for the deaf and hearing impaired
From TDD* phones: (800) 735-2929 From Voice phones: (800) 735-2922

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